How to Write a Synopsis

A synopsis is a concise, stand-alone statement of the contents of your document.

It’s the essence, a very condensed version, the microcosm of your proposal.

To write the synopsis:

* Provide key information.
* Include a brief statement of the problem or purpose.
* Summarize the results and major conclusions.
* Use complete sentences with articles such as “the” and “an”.
* Include only content that is found in your proposal.
* Put the synopsis in one paragraph that is not more than four or five sentences long.

As you progress with your project and your proposal writing, you will probably need to update

the synopsis originally submitted.

Please Note! The Program Administrator does not edit the material that you post to the web site. What is posted

is available for the whole world to see and at the end of the year will be placed unedited and uncorrected into the

Awards Program.